

Attention Disbursing Officers and Supply Officers

NAVY CASH[®] FLASH!
Naval Supply Systems Command

Naval Supply Systems Command
Navy Family Support Mechanicsburg
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Navy Cash[®] Flash 09-003

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Subject: NAVY CASH VISITOR CARDS MUST BE CASHED OUT

When a cardholder no longer needs a visitor card, the card should be turned in to the disbursing office, and any value remaining on the chip must be cashed out and returned to the cardholder immediately in accordance with the Navy Cash SOP, paragraph 8.4.9, Funds Transfer from Chip. This includes all visitor cards turned in, even those after hours or “under the door” after the visitor has left the ship.

The Disbursing Officer must make every effort to return any remaining value to the cardholder. Refer to the Navy Cash Card Issue Log (see paragraph 8.3.1) to identify whom the card was issued.

If the Cardholder Can Be Identified.

1. Cash out any value remaining on the card and either cut an ex-cash check for the amount and mail it to the cardholder or do a collection for the amount using a Cash Collection Voucher (DD 1131) to the MPN appropriation (C203/C903) so the cardholder's pay can be credited.
2. Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.9 and 8.4.14.
3. After the normal chip-to-cash transaction is processed, the amount of the ex-cash check or DD Form 1131 will be reflected as follows:

**The ex-cash check will be posted on the DD 2657 as an increase to line 2.1B (checks issued) and line 6.9 (other). Update the check issue log and any other applicable documents.*

**The cash collection voucher (DD 1131) will be posted on the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections). Forward a copy of the DD 1131 to the PSD Afloat for proper credit to member's pay account.*

4. Return the card to the stock of Navy Cash visitor cards for re-issue.

If the Cardholder Cannot Be Identified.

1. As a last resort and after every effort to identify the individual cardholder and return the residual funds has been exhausted, cash out any value remaining on the card and do

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a collection for the amount using a DD 1131 in accordance with DODFMR, Volume 5, Chapter 6, Paragraph 0606, and Chapter 26, Paragraph 260503.

2. These funds will be credited to Payment of Unclaimed Moneys, 20X6133, when the amount is \$5 or more and to Forfeitures of Unclaimed Money and Property, --1060, when the amount is less than \$5.
3. Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.9 and 8.4.14.
4. After the normal chip-to-cash transaction is processed, the cash collection will be reflected as follows:

**The cash collection voucher will be posted to the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections).*
5. Return the card to the stock of Navy Cash visitor cards for re-issue.

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